

Saxtead Parish Council

You are summoned to attend a meeting of Saxtead Parish Council
to be held at the Old Mill House Public House, Saxtead IP139QE
Thursday 12th March 2026 7:00pm

AGENDA

Parish Council Meeting

SPC/26/03/105: Chairperson's welcome

SPC/26/03/106: *Recording:* *The Council, members of the public and the press may record/ film/ photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk (in advance) who will instruct that they are not included in the filming.*

SPC/26/03/107: Co-option of Councillors – to consider application of Fergus Caulfield as a Parish Councillor. MSDC have confirmed that Fergus was entered onto the Register of Electors and as such can stand for co-option as a Parish Councillor.

SPC/26/03/108: To receive apologies for absence

SPC/26/03/109: Declarations of Interest

SPC/26/03/110: Public Forum

SPC/26/03/111: Minutes.

- a) To sign the Minutes of the Parish meeting 8th January 2026 as a true record.
- b) Matters Arising from 8th January meeting:

SPC/26/03/112: Councillors' Reports

- a) Suffolk County Council – Cllr Stephen Burroughes
- b) East Suffolk District Council – Cllr Langdon-Morris

SPC/26/03/113: Report from the Chair and Village Events

- a) Car Boot – Cllr E Sullivan
- b) Litter Pick – Cllr E Sullivan
- c) Classic Car meeting – Cllr E Sullivan
- d) Bingo – Cllr Slater

SPC/26/03/114: Projects

- a) New Cycle Hub update – Cllr Slater
- b) Speed Camera update - Cllr Slater
- c) Speed Signage – Smiley Faces – Cllr Slater
- d) Green drainage – Cllr J Sullivan

SPC/26/03/115: Correspondence

- a) Flagpole maintenance – do we need to carry out any works?
- b) Suffolk Highways Survey -f for completion – Cllr E Sullivan

SPC/26/03/116: Finance

- a) To authorise cheques for signature – none have been raised
- b) To agree Quarter 3 report – deferred from January
- c) To agree transfer of £1,000 to Premium Account
- d) To note bank balances at **23/02/ 2026**

Community Ac £4,315.17**Premium Ac £5,049.44**

- e) To receive and approve payments since last meeting

	£
a) Clerk Salary January 2026	332.08
b) P30 January 2026	79.60
c) Clerk Salary February 2026	331.88
d) P30 February 2026	79.80

SPC/26/03/117: Audit Preparation 2025/26

- a) **Internal Auditor** - To agree appointment of Trevor Brown CPFA as Internal Auditor for the financial year 2025-2026 at a fee of **£200**. Trevor has been our auditor for the last few years and has proven to be an excellent asset to the Parish Council. - Letter of appointment circulated to Councillors circulated 23/02/2026.
- b) **ICO – approved publication Scheme** – To agree to adopt the ICO's model publication scheme and post to the web-site

SPC/26/03/118: Planning Matters

- a) To receive planning decisions: - None outstanding
- b) To consider any planning applications –

[7no. Poplars \(T1, T2 and T3 on plan\) - Reduce in height to 8 - 10 metres above ground. - Boundary Farm Saxtead Road Framlingham Woodbridge Suffolk IP13 9PZ](#)

Ref. No: DC/26/0405/TCA | Received date: Mon 02 Feb 2026 | Status: Pending Consideration | Case Type: Planning Application

[2no. Areas of mixed species \(marked yellow on plan\) - Clear all vegetation in marked areas, not including any trees measuring more than 15cm in stem diameter at 1.5 metres above ground. - Grass Verge The Green Saxtead Suffolk](#)

Ref. No: DC/26/0434/TCA | Received date: Tue 03 Feb 2026 | Status: Pending Consideration | Case Type: Planning Application

SPC/03/26/119: Any Other Business

SPC/26/03/120: Date of next meeting, time and venue

Peter Grogan Clerk to Saxtead Parish Council